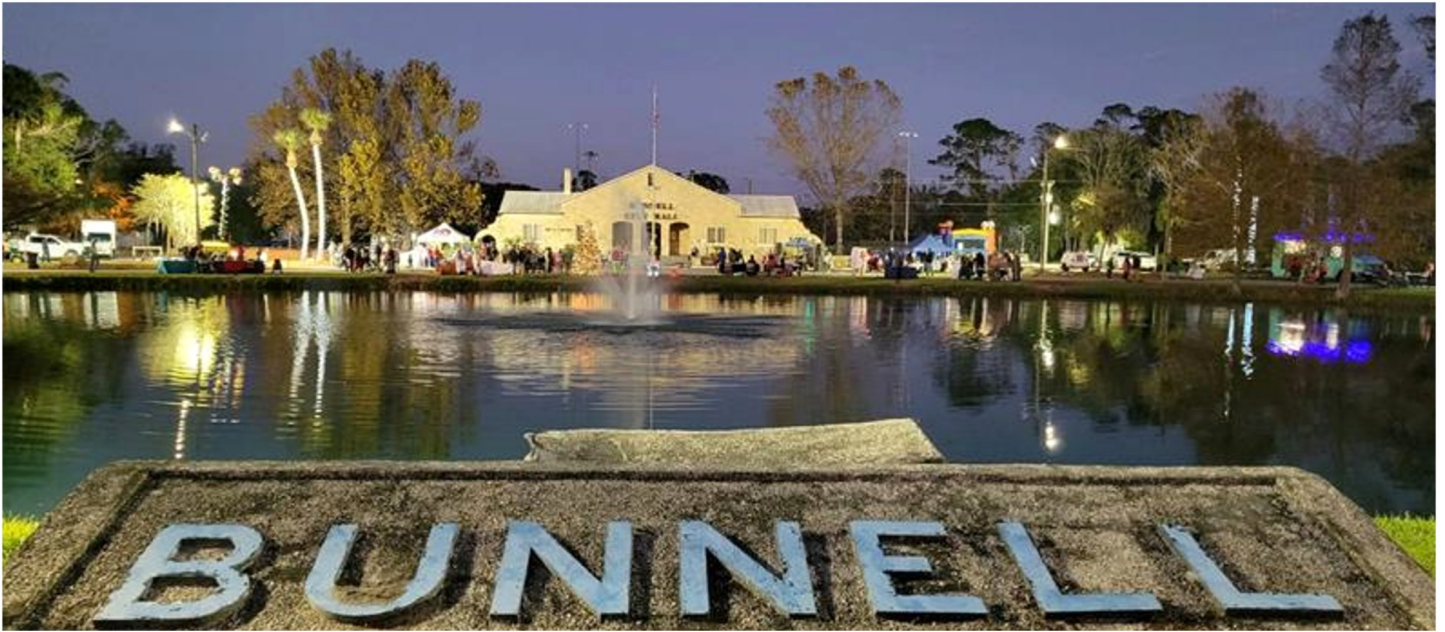


# City Manager's Monthly Report



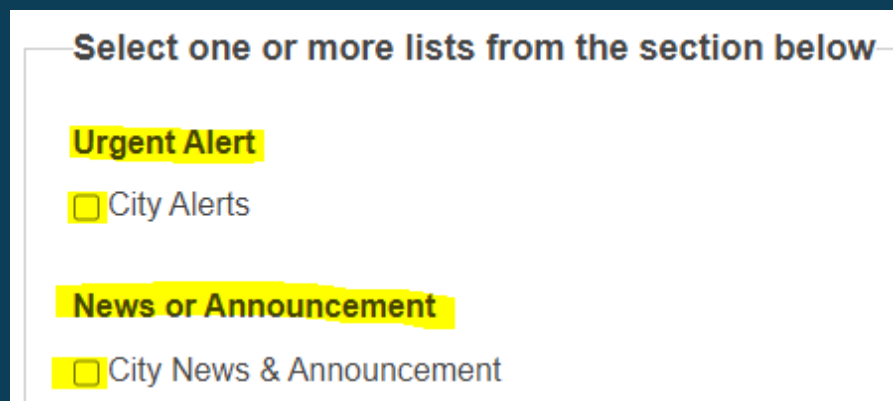
**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For December 2023**

Published: January 2024

## City News, Announcement and Alerts

The City uses it's website to send out important notifications. This could be storm related information and alerts, emergency operations information, boil water notices, City event details and any other information the City may need to share with citizens quickly.

If you are not currently subscribed to get notifications from the City, please register now. You register from [www.bunnellcity.us](http://www.bunnellcity.us), click the subscribe button in the middle of the page and then complete the fields on the next page. To get the alerts the City sends out, make sure that the buttons next to City Alerts and City News & Announcements are checked.



Select one or more lists from the section below

**Urgent Alert**

☒ City Alerts

**News or Announcement**

☒ City News & Announcement

## Did you know?

The City Manager Report is published with the second Commission Meeting agenda of each month; however, it is also published to the City's website. You can see back issues of the report and see what is going on within the City by reviewing this report every month.



# Christmas in Bunnell





# Christmas in Bunnell





## City Commission Mission Statement

The City Commission of the City of Bunnell is dedicated to providing its citizens, businesses and visitors with quality services that ensure Life, Liberty and the Pursuit of Happiness!

## Core Values

The following are the core values for the City of Bunnell:

- Loyalty to the team, the objectives, and the mission.
- Teamwork. Cultivate a “we environment.”- Be passionate team player.
- Communication. Share information freely, maintain an on-going dialog.
- Respect individual strengths; Embrace diversity.
- Empathy. Care about people.
- Always determine what is important to team members.
- Honor everyone. Demonstrate respect for all persons.
- Say “thank you.” Show appreciation in every way possible.
- Self-Control. Stay open, ask questions & maintain clam demeanor in the face of every challenge.
- Have a forgiving spirit.
- Professionalism always. Maintain a positive attitude & a pleasing personality.
- Cultivate creativity.
- Seek great personal satisfactions in helping others succeed.
- Be an active listener– quick to hear, slow to speak.
- Be a person of fairness & justice to all.
- Have an action plan, including results oriented goals with measurable outcomes.
- Create a culture of warmth & belonging, where everyone is welcome.
- Have fun; create an environment where employees can think big & excel.
- Integrity: to be honest, open, ethical & fair.
- Fiscal accountability: to be good stewards of agency funds.



## Mission Statement

The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the highest possible quality of life for the overall community through the exemplary services we provide.

## Vision Statement

The City of Bunnell commits to building on its heritage, while enhancing a high quality of life for all its citizens. We pledge to work in collaboration with our residents and business community to foster pride in the City, develop a vibrant and diverse economy and a thoughtful plan for the future.

## Park Updates, Facility Rentals and Garage Sale Permits

All City parks are open. Parks operate during daylight hours (ie. dawn to dusk).

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application with sufficient time to process the rental request. Applications can be obtained at the Bunnell Customer Service Office located at 604 E. Moody Blvd. Unit 6 or on the City website [www.bunnellcity.us](http://www.bunnellcity.us) under FORMS.



### FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
  - The remediation of the hall was completed in August/September.
  - Design is complete and approved by both the State and Federal governments. Because of the historic designation on this building, any design plans need to be approved by the State and Division of Historical Resources.
  - The RFP for construction was released in March and the City is working on a contract with a construction company so the first phase of the restoration of the hall can begin.
  - To fully restore Coquina City Hall (given current construction costs), the City will need to invest over \$1 million into the facility,
- Municipal Park is at its new location: 1307 E. Howe Street (former Clegg Property)

### Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

## Information Technology

The County performed another upgrade on their network impacting the PD. Worked with the County to make sure everything was working correctly after the upgrade. The PD was not able to access CAD for most of the day.

Received and provided to Collage the quote for the networking in the new building. Worked with the vendor to try and reduce the overall cost.

Worked on several contracts.

- Our copier lease came to term. Worked with the vendor on renewing and refreshing our hardware. We are 3 new pieces of equipment, and recycling some others.
- Microsoft Enterprise Agreement came to term. Worked with the vendor to renew that.
- Our webhost, CivicPlus advised us they were cancelling the old contract in favor of a new one. They provided some more features for a slightly elevated cost. Worked with the City Attorney to work through this.

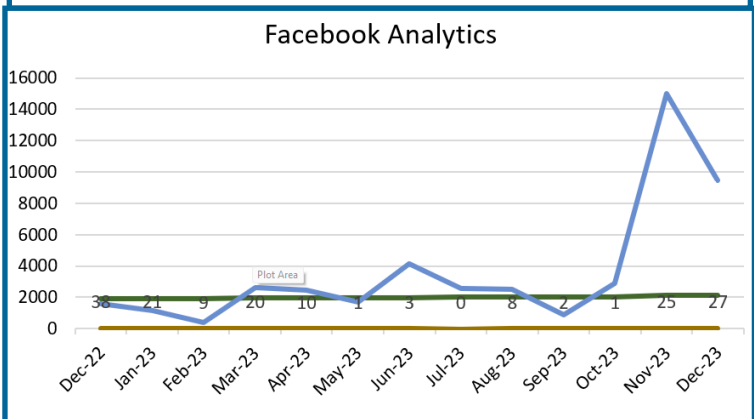
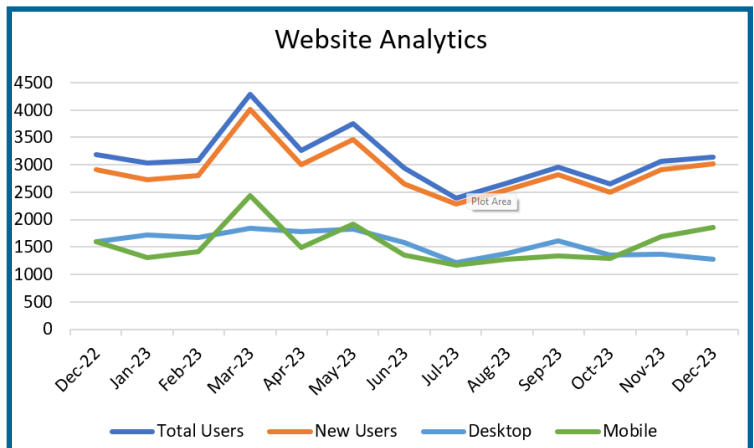
Since Community Development moved out of Suite 6 and into Suite 3, Finance now has more room. Ordered additional monitors and docking station to accommodate others working in the office as opposed to working from home. Also ordered a new cordless phone.

Our Verizon Rep advised me of a promotion. He indicated for the first time, and for a limited time, Verizon was offering the 5g MiFi's. Ordered the upgrade and deployed them for the PD. Also ordered some replacement iPhone 14s on a promotion as well.

### Top 10 web pages:

- |                      |                         |
|----------------------|-------------------------|
| 1. Home Page         | 6. SW:Holiday Schedule  |
| 2. Open Positions    | 7. Agendas              |
| 3. Building Division | 8. Christmas in Bunnell |
| 4. Advanced Search   | 9. Community            |
| 5. Police            | 10. Solid Waste         |

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**ANNIVERSARIES:**

The City acknowledges and celebrates the following for their continued commitment to the City and her citizens and business owners:

Laura Lindsey—11/20/2006

Vince Smith—11/1/2013

Shannon Warrell 11/14/2022



**NEW EMPLOYEES:** The City wants to give a warm welcome to our newest employees:

Nelson Santos—Utilities Maintenance Technician 1

Melissa Fecher—Financial Service Coordinator

Forrest Ware—Meter Reader / Maintenance Technician 1 Trainee

**WE ARE HIRING. OPEN POSITIONS:**

**WE ARE ACCEPTING APPLICATIONS:**

Police Officers

Utilities Maintenance Technician I

Utilities Maintenance Technician II

Utilities Maintenance Technician III

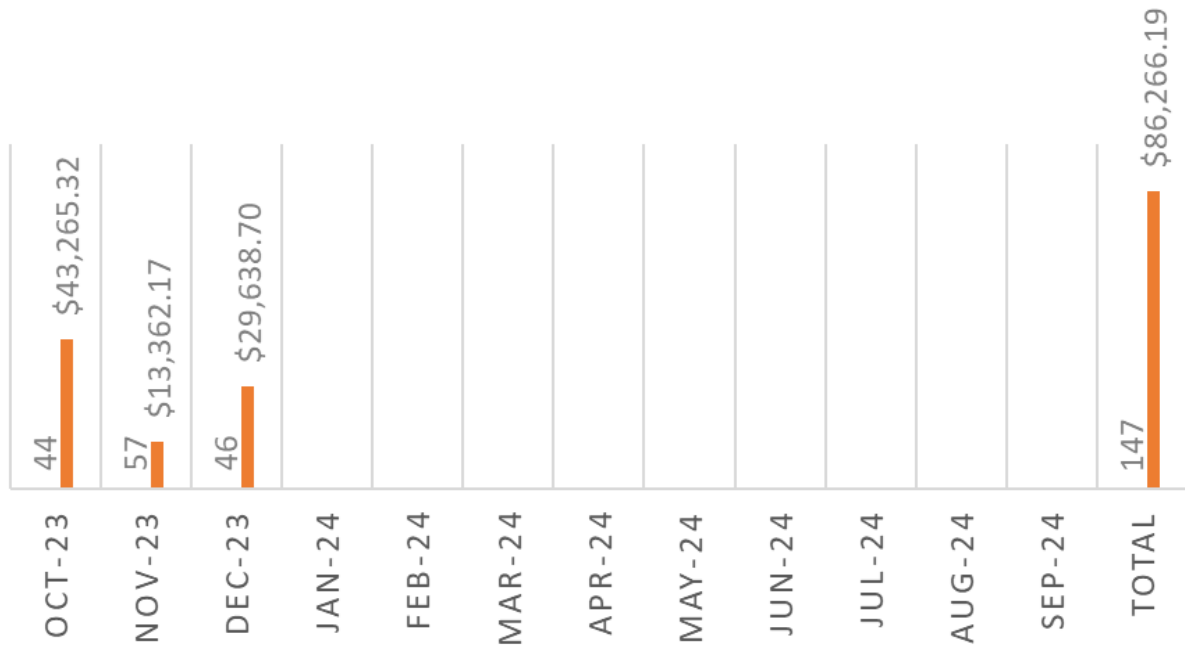




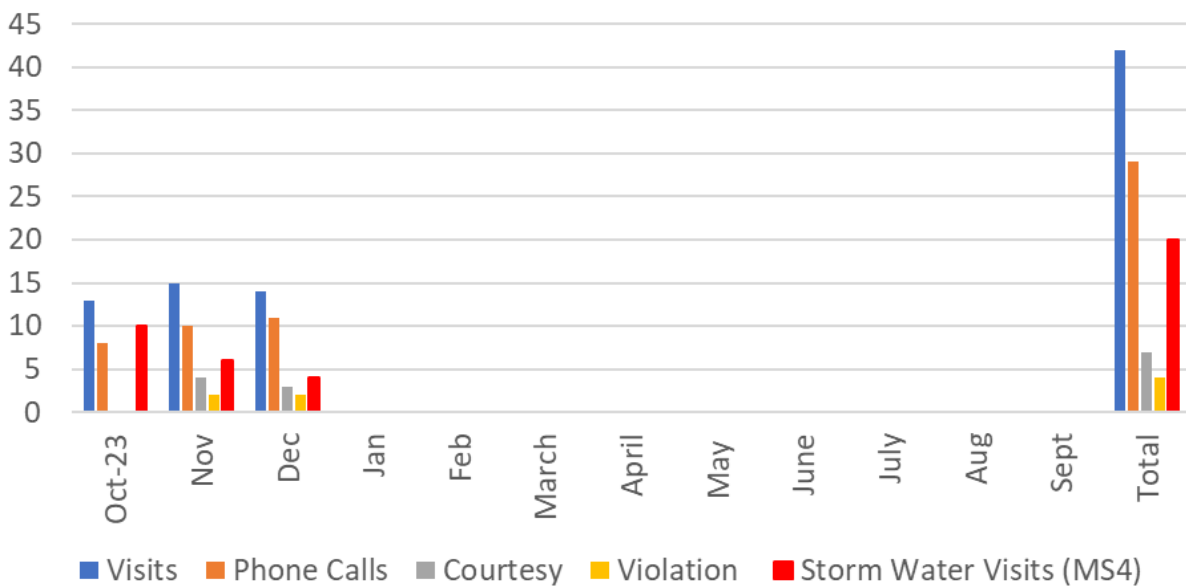
## Community Development

### PERMITS

# of Permits   Permit Amount

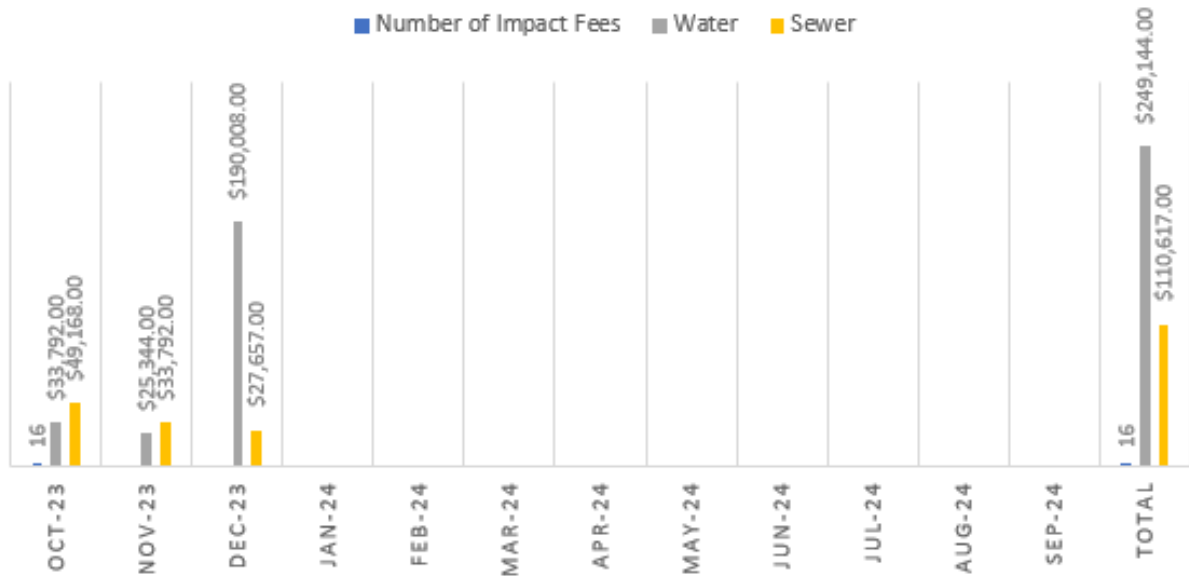


### Code Enforcement

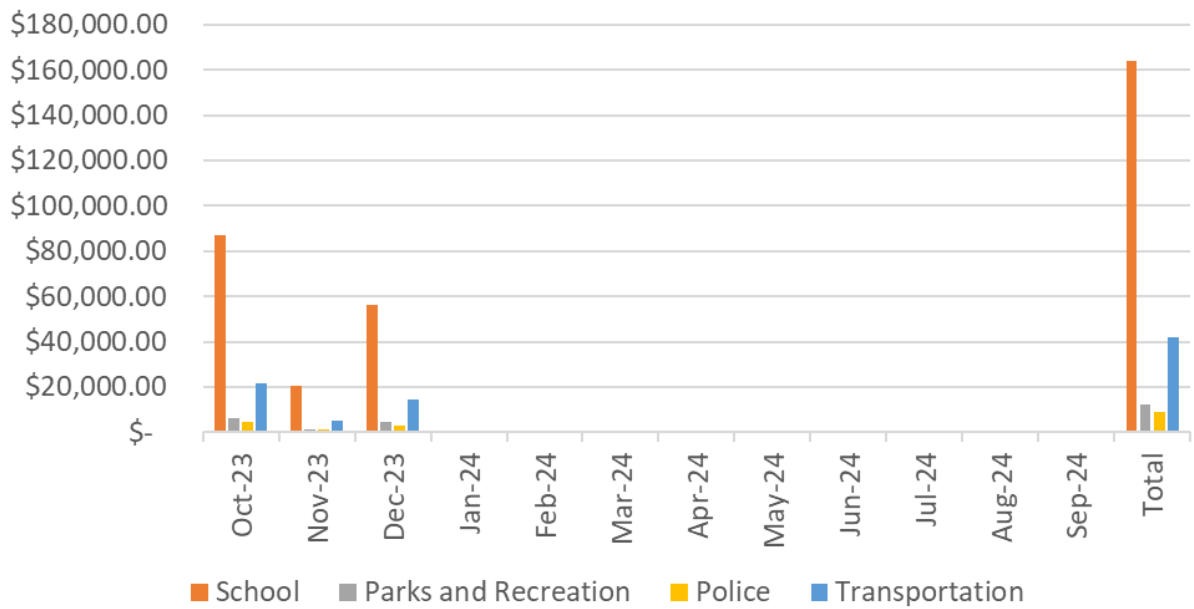


# Community Development

## IMPACT FEES WATER/SEWER



## Impact Fees General Fund





## Projects

Grant Projects:	Expense	Grant Amt
<b>Community Development Block Grant (CDBG) - Hymon:</b> This project would install underground storm conveyance pipes and catch basins along both sides of Hymon Circle allowing rainwater to properly drain instead of consistently flooding the residents' front yards. Also, included in this project would be the clearing and widening of the main drainage canal running from E. Short St. and Hymon Circle south along US1 to our MS4 outfall. This will increase drainage capacity for the entire southeastern quadrant of the city. Finally, a dirt service road would be constructed to access the canal for future maintenance by the city.	<b>\$ 19,250</b>	<b>\$ 700,000</b>
First round of comments has been received from the St. Johns River Water Management District (SJRWMD). The Plans have been resubmitted and we anticipate hearing back from the SJRWMD within a couple weeks. Once the SJRWMD Permit is approved, we will submit the Plans and Specs to Florida Commerce for their final approval prior to advertising for public bids.		
<b>HMGP Permanent Generator:</b> Purchase and installation of a 150kw backup generator with 500-amp ATS and docking station. When the new Administration/PD building is constructed, this will ensure the City of Bunnell's Police Department and essential staff are able to conduct operations in the event of loss of power during natural emergencies.		<b>\$ 300,000</b>
Application submitted on 08/29/2023 via the FDEM portal.		
<b>Master Plan Projects / Capital Projects:</b> <b>Wastewater Treatment Plant Rehab/Expansion Construction:</b>	<b>Expense</b>	<b>Funding Amt</b>
The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD.	<b>\$448,208</b>	<b>\$ 33,820,022</b>
75% Estimate received and under review.		
<b>GPR/GIS Mapping (MP):</b> Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines. ESRI accounts set up in ArcGIS.		<b>\$100,000</b>
<b>MP Brackish Water RO</b> Design and construct a reverse osmosis (RO) system to treat brackish water and conduct a pilot study to determine the most effective treatment for the RO system. The City of Bunnell operates two brackish potable water wells (#7 and #8) that provide groundwater from the Upper Floridian Aquifer to blend with source water from the confined surficial aquifer. This Project will address brackish water by utilizing RO to treat and distribute finished water. By implementing an RO system, the levels of Total Dissolved Solids (TDS) and Chlorides (Cl) will be reduced, improving finished water quality, and allowing full use of Wells 7 and 8. The City has requested assistance under this authorization to design and construct an RO system and its associated components including: raw water main installation; RO skid installation and associated piping; and valves and controls. Construction will also cover structural additions/modifications to house the RO skid.		<b>\$4,500,000</b>
LPA0481 agreement fully executed. Anticipate RFQ for design build late January early February.		

## Projects

### Capacities WTP/WWTP

- Capacity for the WWTP for December 2023 was 88% with a total of 6.48" of rainfall. Total influent flow for the month was 16.459MG, with a Daily Average flow of 0.531MGD. Maximum daily flow was 12/17/2023 at 1.078MGD, 180% capacity for the day.
- Total Reclaim Flows December 2023= 7.871MG with Daily Average flow of 0.254MGD.
- The WTP produced 11.200MG of drinking water, with a daily production average of 0.343MGD in December 2023. Maximum daily flow was 0.492MGD
- Billed meters December 2023- 2217

## Police Department

### December 2023

	This Month	Same Month Last Year	Year to Date
<b>Residential Burglaries</b>	3	0	10
<b>Vehicle Burglaries</b>	2	0	8
<b>Business Burglaries</b>	0	1	6
<b>Auto Thefts / Recovered</b>	1 / 0	3 / 0	5 / 14
<b>Traffic Crashes</b>	26	17	218
<b>Traffic Stops</b>	289	292	3,576
- Citations	61	72	719
- Written Warnings	79	128	1,259
<b>Warrants Attempted / Served</b>	14 / 7	22 / 7	147 / 70
<b>Reports Written</b>	141	127	1,344
<b>Arrests</b>	27	21	287
- Felony	13	11	125
- Misdemeanor	14	10	162
<b>Criminal Charges Filed</b>	41	25	418
- Felony	20	13	196
- Misdemeanor	21	12	222
<b>Public Records Requests</b>	22	33	396
<b>Security Checks</b>	2323	1050	19,921
<b>Community Policing</b>	100	367	2,444

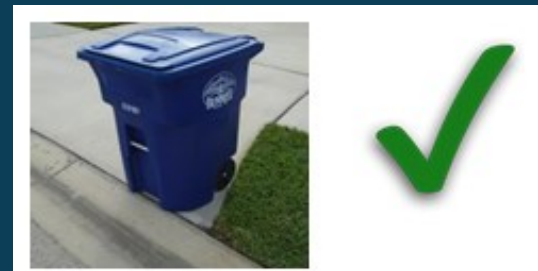


## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	128.36 Tons	9.87
Residential Recycle	2719 Tons	2.09
Yard Waste	100 Yards	5
Commercial Garbage	216.48 Tons	16.65
Commercial Cardboard	22.71 Tons	1.75
Scrap Metal	4.57 Tons	1.3
Construction & Demolition and Bulk debris	19.55 Tons	2.58
Waste Tires	0 Tons	0

### Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 to 3 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck has passed your location
- ⇒ Do not place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.



***Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)***

## Solid Waste Fiscal Year Comparisons

	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Commercial Solid Waste	1995.58 Tons	2374.65 Tons	2622.54 Tons	664.0 Tons
Residential Solid Waste	1546.61 Tons	1446.87 Tons	1527.89 Tons	375.5 Tons
Cardboard & Recycle	623.3 Tons	582.61 Tons	594.12 Tons	123.09 Tons
Yard Waste	1153 Yards	1203 Yards	3333 Yards	212 Yards
Construction & Debris (C&D)	574.58 Tons	319 Tons	346.56 Tons	62.92 Tons
Scrap/Misc.	4.27 Tons	16.44 Tons	29.26 Tons	4.57 Tons
<b>Yearly Total</b>	<b>5897.34</b>	<b>5942.57</b>	<b>8453.37</b>	<b>1442.08</b>